

Draft MAA Appeals Process

The intent of the MAA appeals process is to provide LEAs/LECs/LGAs with a defined process to appeal administrative decisions or actions taken by a LEC or LGA to DHCS and to allow LECs and LGAs to request formal instruction from DHCS regarding an issue with an LEA.

As per Welfare and Institutions (W&I) Code Section 14132.47, DHCS contracts with the LECs and LGAs to assist with the administration of the administrative claiming program. LECs and LGAs may subcontract with the LEAs in their regions that choose to participate in the administrative claiming process. This appeals process is developed to resolve any administrative issues that may arise between contractors and/or subcontractors.

The department may contract with each participating local governmental agency or each local educational consortium to assist with the performance of administrative activities necessary for the proper and efficient administration of the Medi-Cal program, pursuant to Section 1903a of the federal Social Security Act (42 U.S.C. Sec. 1396b(a)), and this activity shall be known as the Administrative Claiming process. (W&I 14132.47(b)).

Subject to the requirements of paragraph (2) of subdivision (f), as a condition for participation in the Administrative Claiming process, each participating local governmental agency or each local educational consortium shall, for the purpose of claiming federal Medicaid reimbursement, enter into a contract with the department and shall certify to the department the total amount the local governmental agency or each local educational consortium expended on the allowable administrative activities. (W&I 14132.47(c)(1)).

Each participating local governmental agency or local educational consortium may subcontract with private or public entities to assist with the performance of administrative activities necessary for the proper and efficient administration of the Medi-Cal program under the conditions specified by the department in regulations. (W&I 14132.47(d)).

Appeals Process:

- Appeals must be submitted to DHCS within six (6) months of the LEC/LGA decision.
- The LEA/LEC/LGA must submit the following documentation to DHCS:
 - A written request for an appeal of an administrative decision or action. The request must include a clearly defined issue, background on the

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issue, including policy citations, as needed, and the desired outcome of the appeal.

- Back-up documentation, such as an invoice etc...
- Documentation that the appellant took steps to resolve the issue with the other party before submitting a formal appeal to DHCS.
- DHCS will review the appeals request, research relevant California statutes and Federal Codes, DHCS issued Policy and Procedure Letters (PPLs), and OMB A87. DHCS may interview relevant parties, as necessary, for clarification or additional information. DHCS will require 30 days to review the appeal.
- DHCS will issue a written decision, including the analysis to support the decision, to all parties involved within 60 days after the appeal has been received.